

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068

Phone: (816) 792-5255 Fax: (816) 792-1818

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November 2, 2006

Ms. Pam Mason  
Office of Clay Co. Clerk  
One Courthouse Square - Adm. Bldg.  
Liberty, MO 64068

Dear Pam:

Enclosed are copies of meeting minutes approved at the 10/30/2006 board meeting:

September 26, 2006 Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields  
Director

my documents\Clay Co Comm\2006\PM\_Mtg\_Mins\_Oct 30 2006.doc

*Serving Clay County Citizens with Developmental Disabilities*

**MINUTES OF  
DEVELOPMENTAL DISABILITIES RESOURCE BOARD  
OF CLAY COUNTY**

**September 26, 2006**

The September meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Steve Elliott, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Mary Olshefski, Beverly Sue Ryan and Janey Taylor. Also present was Sharon Fields, Director. Karla Duff-Mallams was excused from the meeting due to illness.

Guests present and signing in:

Jerry Tindall	Vocational Services
Chuck Wheeler	Kansas City Regional Center
Wendy Witcig	Triality
Lisa Chomor	Immacolata Manor
Jean Elliott	Former DDRB Board Member
Shannon Maloney	TNC Community
Barbara Griggs	Concerned Care
Jim Huffman	Concerned Care

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies**

**Correspondence:**

- Pathways Fall 2006 Newsletter
- TNC Community: Summer 2006 Newsletter; CARF Survey Report - 3 Year Accreditation; invitation to TNC Day at Longview Lake on 9/30
- Concerned Care: Thank you letter for new carpet
- CEADD Fall 2006 Calendar
- Flyer announcing Legislative Reception at Platte County Board of Services on 10/7

**APPROVAL OF THE MINUTES**

Lorry moved and Norman seconded that the minutes of the Tuesday, July 25, 2006 Closed Board Meeting be approved. The motion passed unanimously.

Lorry moved and Steve seconded that the minutes of the Tuesday, July 25, 2006 Regular Board Meeting be approved. The motion passed unanimously.

Mary moved and Beverly Sue seconded that the minutes of the Thursday, August 3, 2006, 10:00 a.m. Teleconference Call #ZSF3479 and the Thursday, August 3, 2006, 3:30 p.m. Teleconference Call #ZSF4517 be approved. The motion passed unanimously.

### **TREASURER'S REPORT**

Lorry read the reports for July and August.

As of July 31, cash assets were \$485,199.17 in checking, \$1,845,090.06 in long-term investments and \$3,022,745.24 in short-term investments for a total in checking/savings of \$5,353,034.47. Total assets were \$6,924,434.49. Total liabilities and equity were \$6,924,434.49. Income for the month of July was \$61,052.79. Total expenses for the month of July were \$453,615.10. July expenses in excess of income were \$393,442.59. Year-to-date income was \$4,702,050.97. Year-to-date expenses were \$2,274,792.93. Total year-to-date income in excess of expenses was \$2,411,612.40.

Account #4202 on the July budget report was adjusted for income received from the MEHTAP grant effective 7/1/2006 through 6/30/2007.

As of August 31, cash assets were \$747,870.23 in checking, \$1,845,090.06 in long-term investments and \$2,665,645.14 in short-term investments for a total in checking/savings of \$5,258,605.43. Total assets were \$6,730,090.78. Total liabilities and equity were \$6,730,090.78. Income for the month of August was \$53,651.25. Total expenses for the month of August were \$301,179.91. August expenses in excess of income were \$196,374.36. Year-to-date income was \$4,755,702.22. Year-to-date expenses were \$2,575,972.84. Total year-to-date income in excess of expenses was \$2,215,238.04.

The August financial statements were adjusted per the journal entries to record the sale of the North Main property. Accounts affected were removal of #1503 8828 N. Main, reduction in #1599 Accumulated Depreciation and posting to #8900 Gain on Sale of Property.

Norman moved and Mary seconded that the Treasurer's Reports for July and August be approved as read. The motion passed unanimously.

A worksheet summary was provided on the \$400,000 T-Note purchase authorized at the July 25 board meeting. The investment was short-term vs. long-term (3 years) as discussed at the last board meeting because the rate of return was higher.

### **DIRECTOR'S REPORT**

Funding applications for CY2007 are due at the board office on or before 5:00 p.m. on Monday, October 2. The Board levy for 2006 was certified at \$.1191 by the State Auditor's Office. All bills have been paid for the North Main property with the exception of the ADT Security system; notice was given to cancel the service, but a final bill has not been received. MACDDS annual conference will be held October 19 and 20 at Lodge of the Four Seasons, Lake of the Ozarks.



Sharon will attend a training session at KCRC Friday morning to learn how to make electronic billings with their new computer system. Information was provided on the new changes to the Community Support Waiver (low cap waiver/3<sup>rd</sup> waiver). The maximum cap was increased from \$20,000 per person per year to \$22,000. Individual service dollar caps have been removed from all services except: \$5,000 per year for both specialized medical equipment/supplies and environmental adaptations. Final agency reports for the second quarter were mailed with the board packet.

### **COMMITTEE REPORTS:**

#### **Executive Committee**

Glynda made this request to audience members: Any information that needs to come before the board should be sent to the Board office so that all board members get the information at the same time and so that all are on the same playing field.

Since the regularly scheduled board meeting falls on October 31 (Halloween) Glynda asked board members if they wanted to consider changing the meeting date to the Monday before or the Wednesday after Halloween.

Lorry moved and Mary seconded that the October board meeting date be changed from Tuesday, October 31 to Monday, October 30 at the regular time starting time of 7:00 p.m. The motion passed unanimously.

Several suggestions were made on where to hold the annual Christmas during the first full week of December. Monday or Tuesday would be the best choice. Sharon will check out arrangements and advise everyone so that they can mark their calendars.

#### **Finance Committee**

##### **Review Financial Requests**

#### **DDRB Insurance Renewals: 8/15/06 – 8/15/07: Philadelphia Insurance Companies**

##### **1. Commercial Non-Profit Package & Umbrella Policies**

The Board's commercial liability and umbrella policies covering all DDRB properties are due for renewal at the annual costs show below. The premium includes the North Main property which was sold after the renewal policy was processed. A request has been made to Philadelphia Insurance to reimburse for the North Main part of this coverage. The funds would be taken from #5000:0120 Insurance.

Comm. Liability Policy	\$17,243	Policy #PHPK185483
Umbrella Policy	+ 1,980	Policy #PHUB068696
<b>Total Cost</b>	<b>\$19,223</b>	

**DDRB Insurance Renewals: 8/15/06 – 8/15/07: Philadelphia Insurance Companies**

**2. Directors & Officers Policy**

The Directors & Officers Policy #PHSD199193 coverage is due for renewal at a cost of \$2,624. The funds would be taken from Account #5000:0120 Insurance.

**3. Workers Compensation**

The Hartford submitted an invoice for \$47 to cover the actual coverage on the Workers Compensation Policy #37-WEC-JJ2725 from 5/8/2006 to 5/8/2007. The additional amount due is the result of an increase in salary dollars from the audit for the previous policy year. The funds would be taken from Account #5000:120 Insurance.

Gail moved and Janey seconded that the Board approve the following insurance payments:

**Philadelphia Insurance – Renewals for 8/15/06 through 8/15/07**

- \$17,203 for Commercial Liability Policy #PHPK185483
- \$1,980 for Umbrella Policy #PHUB068696
- \$2,624 for Directors & Officers Policy #PHSD199193

**The Hartford – 5/8/06 through 5/8/07**

- \$47 for additional charges on the Workers Compensation Policy #37-WEC-JJ2724 based on an increase in salary dollars from the audit for the previous policy year.

Voting yes: Gail, Steve, Norman, Glynda, Lorry, Mary, Beverly Sue and Janey.  
The motion passed.

**New Investment Proposal**

A proposal was made by UMB Bank for investing an additional \$400,000 with maturity on 6/15/2007 at a rate of 5.05%. Randy Boatman advised that the rate of return for long-term investments (3 years) was less than shorter-term rates due to their inverted yield curve.

Gail moved and Mary seconded that the Board invest an additional \$400,000 to mature on 6/15/2007 at a yield of 5.05%. Voting yes: Gail, Steve, Norman, Glynda, Lorry, Mary, Beverly Sue and Janey. The motion passed.

**Residential Services Committee**

The Committee met on August 8 and presented a new policy manual for review. The policy covers information on Board-owned property leased for use as group homes. The intent was to learn from the experiences with the North Main property by cleaning up the language and to have more consistency between the language in our policy and the language in our lease agreements. Mary reviewed the policy and changes made during the Committee's discussions on August 8.



There were recent discussions about cleanliness, and the Committee included information on that subject in the policy. Specifically, residents will be asked to sign an agreement form stating that they will participate in the responsibility for clean and sanitary living conditions.

Page 11, Section A states that

The Board will have qualified personnel inspect the property on a quarterly basis to ensure that the structure and integrity of the property is maintained. The inspection reports will be reviewed by the Board during the Board's regular monthly business meetings. Plans of action will be developed for any deficiencies found in the report.

These additional changes were suggested:

**Page 10, Item A – Notification: Status of Residents, Last Sentence (*Changes in Italics*)**

The Board **must be** notified *as soon as possible but no more than 48 hours* of the death of a resident or if the resident is involved in a serious accident or life threatening illness. Preliminary notification *shall be made* by phone *and followed* with a *required* written notice within seven (7) days.

**Page 11, Item A – Inspections and Access to Group Homes, Last Sentence (*Changes in Italics*)**

Add at the end of the last sentence:

*and will be required to be corrected within a reasonable timeframe as designated by the Board and/or the Board's Director.*

Janey moved and Lorry seconded that the Board approve the new Residential Services Policy Manual for Lease of Board-Owned Property used as Group Homes with the changes on Pages 10 and 11 as detailed above. The motion passed unanimously.

**Employment/Training Committee**

No report.

**Support Services / Transportation Committee**

No report.

**Long Range Planning Committee**

No report.

**Property Maintenance Committee**

**3rd Quarter 2006 Inspections: Board-Owned Properties – Dan Smith**

Dan reviewed his inspection reports for each property. He will address replacement windows for all of the properties at the same time.

**Sherwood House:**

The vinyl siding has been damaged on the south side of the house; Dan provided a bid to make the repairs. This will be included in the 2007 budget.

Concerned Care filled the separations in the Pergo floor in the dining area.  
Concerned Care filled the driveway cracks.

**Flora House:**

Concerned Care filled the driveway cracks.

The concrete patio in front seems to have significantly helped the water problem in the basement. The crawl space is finally beginning to dry out. Dan will continue to monitor.

**Northland House:**

Concerned Care filled the driveway cracks.

Work Scheduled: Dan will bring in fill dirt for the low areas in the yard.

**Ridgeway House:**

Concerned Care filled the driveway cracks.

Concerned Care replaced the old air conditioning unit on the south side. Both units at this house are new.

Wood roof needs to be replaced; Dan provided a cost for the 2007 budget.

**Liberty House:**

Concerned Care filled the driveway cracks.

**920 S. Kent Building:**

Damaged ceiling tiles from leak in #108, #103 & #114 (hail damage)  
Wall damage in #108 restroom  
Ceiling light going out in #113  
Wall damage in #110 restroom from soap dispenser removal  
Broken sand bag outside of rear exit door is blocking exit  
Safety post in dumpster area has broken loose; needs to be secured

**920 S. Kent Building:**

**Work completed since 7/25/06 board meeting:**

Repairs to Air Conditioning Unit: Suite "B" – Conference Room (Mose Electric)  
Wall in hallway men's restroom was repaired; new urinal installed (Dan Smith and Russ Henderson Plumbing)  
Downspout on west end of building repaired (Dan Smith)  
Signs for parking secured and repainted (Dan Smith)

**Triality Maintenance – Rooms #108 & #109: Water Problems**

Glynda asked Dan Smith to make a priority of correcting the water problems that were reported during the Property Maintenance Committee and to include an update in the October board meeting packet.

**Window Bids included in the 2006 Budget - Dan Smith**

**Flora, Liberty, Northland and Ridgeway Houses**

Dan presented bids for items included in the 2006 budget - windows at Flora, Liberty and Northland Houses and the new basement door at Liberty House. The 2<sup>nd</sup> quarter 2006 inspections noted that Ridgeway House also needed some window replacements, but this expense was not included in the budget. Dan said this was due to an oversight on his part.

<u>Location</u>	<u># Windows</u>	<u>Cost</u>
Flora	9	\$ 6,920
Northland	8	6,192
Ridgeway	16	12,466
Liberty	21	16,900
<b>Total</b>		<b>\$ 42,478</b>

**Liberty House Basement Door Replacement**

The glass patio doors at the Liberty House basement entrance will be replaced by a double steel door to make it easier to get in and out of the basement. Currently, only one of the glass doors opens, so it is difficult to take objects in and out without damaging the door. The new door will be insulated, will require less maintenance and make the property more secure. The bid for the new door is \$1,595.

Based on Dan's estimates, the Board would need to approve \$2,053 in additional funding to complete all window replacements and to replace the Liberty House basement door.



Dan suggested replacing some windows that were originally operable to non-operable since they are in garages, basements and common area space in the homes. This would decrease the overall cost. Barbara Griggs and Dan will look into DMH and local fire and safety codes before Dan orders the windows.

Mary moved and Gail seconded to approve an amount not to exceed \$44,073 to proceed with window replacements at Flora, Liberty, Northland and Ridgeway Houses and to replace the basement door at Liberty House. The Board authorized Dan Smith to install non-operational windows in areas where fire and safety codes are met. Voting yes: Gail, Steve, Norman, Glynda, Lorry, Mary, Beverly Sue and Janey. The motion passed.

**Property Maintenance Items for 2007 Budget:**

Dan provided cost estimates for next year's budget for these projects:

All Homes: Concrete Sealer for Driveways

Ridgeway: New roof

Sherwood: Vinyl siding repairs

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**Set the Levy for 2006**

The State Auditor's Office certified the Board's levy rate at \$.1191 for 2006. The Board voted at the July 25 meeting to set the levy at the maximum amount allowed under Missouri law because property valuations were not available to determine the specific amount.

Lorry moved and Steve seconded that the Board set the levy for the Year 2006 at \$.1191. The motion passed unanimously.

**Process for CY07 Budget Review**

**Budget Timetable**

**Wednesday, October 25**

Deadline for DDRB Board Members to submit Agency questions to Board office.

**Thursday, October 26**

Board office will forward Board Members' questions to Agencies and request written answers on or before Thursday, November 2.

**Monday, October 30 DDRB Board Meeting**

Board will review proposed budget for administrative, payroll, property and DMH/KCRC match commitments.

**Thursday, November 2**

Deadline for Agencies to return written answers to DDRB office.

**Friday, November 3**

Written answers from Agencies mailed to Board Members for review prior to budget work session on Monday, November 6. If this is not possible, answers will be distributed at the work session.

**Monday, November 6**

Budget Work Session begins at 4:30 p.m. Food/beverages will be served.

Finance Committee will make recommendations for full board approval at the November 28 board meeting.

**Tuesday, November 28**

Full board approval of budget.

**Tuesday, December 26 Board Meeting**

Cancel if budget is approved at November 28 meeting.

**COMMUNICATIONS: Guests**

Immacolata Manor has 2 first year master student interns working with them this summer; they raised \$20,000 with their recent motorcycle ride.

Triality is hosting their Trick or Trot event at Zona Rosa on Saturday, October 28 at 8:00 a.m.

TNC Community received a total of \$8,000 in grants for community integration.

Concerned Care is hosting a rock and roll fundraiser on October 20 at Finnigan's. They raised \$2,100 at their recent bowl-a-thon. MODOT delivered the van awarded under Section 5310; it will be assigned to Flora House.

VSI raised \$4,000 on their recent bowl-a-thon. They will be hosting an open house at the North Kansas City facility on October 19 and at the Liberty workshops on October 26.

Beverly Sue thanked Triality for their hospitality on her recent tours of their programs.

Gail announced the traveling Smithsonian exhibit "Between Fences" coming to Excelsior Springs Historical Museum opening the last Saturday in October and running for six weeks. Admission is free.

As there were no further discussions, the meeting was adjourned at approximately 8:15 p.m.

Respectfully submitted,

Mary Olshefski  
Secretary